

Report of the Southborough Town Clerk
Minutes of the Special Town Meeting
September 30, 2024

The Special Town Meeting was duly called on Monday September 30, 2024, at 7:00 p.m. and held at the Trottier Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 7:32 p.m. and announced that a quorum of more than 100 voters was present; 611 voters attended the meeting. The Moderator appointed Carol Cullen as Deputy Moderator for the overflow crowd participating from the cafeteria.

The following Articles were voted on in a legal manner.

Motion made: To dispense with the reading of the Warrant, the officer's return of service, and to waive the reading of the separate articles of the Warrant.

Motion passed.

Motion made: To move as printed in the Warrant, and pass the Moderator's consent list consisting of Articles 1, 3, 4, 5, 6, 7, 13.

Motion passed.

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at September 30, 2024 Special Town Meeting
Effective October 1, 2024 if warrant article is approved]

SECTION 20: CLASSIFICATION SCHEDULE: *SCHEDULE A: GRADED POSITIONS*

| Title | Grade |
|-------------------------------------|-------|
| DPW Laborer | 1 |
| Library Page | 1 |
| Library Technician | 1 |
| | |
| Administrative Assistant | 2 |
| Library Assistant | 2 |
| | |
| Administrative Assistant | 3 |
| Library Associate | 3 |
| | |
| Business Administrator I | 4 |
| Library Supervisor | 4 |
| Maintenance Technician | 4 |
| Police Dispatcher** | 4 |
| | |
| Assistant Town Accountant | 5 |
| Business Administrator II | 5 |
| Clinician | 5 |
| EDC Coordinator | 5 |
| Executive Assistant to Select Board | 5 |
| Health Agent* | 5 |
| Program Coordinator | 5 |
| Youth Services Librarian | 5 |
| | |
| Assistant Library Director | 6 |

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| | |
|---|---|
| Assistant Director, Youth & Family Services | 6 |
| Civil Engineer | 6 |
| Deputy Assessor | 6 |
| Deputy Town Clerk | 6 |
| Deputy Treasurer/Collector | 6 |
| Electrician | 6 |
| Local Inspector | 6 |
| Nurse | 6 |
| Outreach Coordinator | 6 |
| Police Business Administrator | 6 |
| Program Manager | 6 |
| | |
| Assistant Director/Nurse/Outreach | 7 |
| Conservation Agent | 7 |
| Recreation Director | 7 |
| Senior IT Specialist | 7 |
| Town Planner | 7 |
| Youth & Family Services Director | 7 |

| | |
|---------------------------------------|---|
| Assistant Town Administrator | 8 |
| Building Commissioner | 8 |
| Council on Aging Director | 8 |
| Director of Facilities | 8 |
| Health Director* | 8 |
| IT Manager | 8 |
| Library Director* | 8 |
| Police Lieutenant | 8 |
| Principal Assessor* | 8 |
| Town Accountant* | 8 |
| | |
| Finance Director/Treasurer-Collector* | 9 |
| Superintendent of Public Works* | 9 |

*when not under contract

**effective March 25, 2024

SCHEDULE A

| GRADE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| A-1 | \$15.38 | \$15.68 | \$15.99 | \$16.31 | \$16.64 | \$16.97 | \$17.31 | \$17.66 | \$18.01 | \$18.37 | \$18.74 | \$19.11 | \$19.49 | \$19.88 | \$20.28 |
| A-2 | \$19.22 | \$19.60 | \$19.99 | \$20.39 | \$20.80 | \$21.22 | \$21.64 | \$22.07 | \$22.51 | \$22.96 | \$23.42 | \$23.89 | \$24.37 | \$24.86 | \$25.36 |
| A-3 | \$23.06 | \$23.52 | \$23.99 | \$24.47 | \$24.96 | \$25.46 | \$25.97 | \$26.49 | \$27.02 | \$27.56 | \$28.11 | \$28.67 | \$29.24 | \$29.82 | \$30.42 |
| A-4 | \$26.53 | \$27.06 | \$27.60 | \$28.15 | \$28.71 | \$29.28 | \$29.87 | \$30.47 | \$31.08 | \$31.70 | \$32.33 | \$32.98 | \$33.64 | \$34.31 | \$35.00 |
| A-5 | \$29.18 | \$29.77 | \$30.37 | \$30.98 | \$31.60 | \$32.23 | \$32.87 | \$33.53 | \$34.20 | \$34.88 | \$35.58 | \$36.29 | \$37.02 | \$37.76 | \$38.52 |
| A-6 | \$32.10 | \$32.75 | \$33.41 | \$34.08 | \$34.76 | \$35.46 | \$36.17 | \$36.89 | \$37.63 | \$38.38 | \$39.15 | \$39.93 | \$40.73 | \$41.54 | \$42.37 |
| A-7 | \$40.13 | \$40.93 | \$41.75 | \$42.59 | \$43.44 | \$44.31 | \$45.20 | \$46.10 | \$47.02 | \$47.96 | \$48.92 | \$49.90 | \$50.90 | \$51.92 | \$52.96 |
| A-8 | \$48.15 | \$49.12 | \$50.10 | \$51.10 | \$52.12 | \$53.16 | \$54.22 | \$55.30 | \$56.41 | \$57.54 | \$58.69 | \$59.86 | \$61.06 | \$62.28 | \$63.53 |
| A-9 | \$52.97 | \$54.03 | \$55.11 | \$56.21 | \$57.33 | \$58.48 | \$59.65 | \$60.84 | \$62.06 | \$63.30 | \$64.57 | \$65.86 | \$67.18 | \$68.52 | \$69.89 |

Municipalities are subject to the federal minimum wage law, not the state law.

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SCHEDULE C: SEASONAL PERSONNEL

| |
|--|
| Positions |
| Grade 1 |
| Camp Counselor* |
| Program Aide* (1:1) |
| Program Supervisor* (i.e. RAP Monitor) |
| Grade 2 |
| Camp Assistant Supervisor* |
| Intern** |
| Grade 3 |
| Camp Supervisor* |
| Assistant Coach* |
| Head Coach* |
| Grade 4 |
| Program Instructor* |

*Fee based personnel

**Effective October 1, 2024

Rates for Seasonal Personnel

| Grade | Minimum | | Midpoint | | Maximum | |
|-------|----------|--------------|----------|--------------|----------|--------------|
| | Hourly | Annual | Hourly | Annual | Hourly | Annual |
| 1 | \$ 15.00 | \$ 31,200.00 | \$ 16.00 | \$ 33,280.00 | \$ 17.00 | \$ 35,360.00 |
| 2 | \$ 19.00 | \$ 39,520.00 | \$ 20.00 | \$ 41,600.00 | \$ 21.00 | \$ 43,680.00 |
| 3 | \$ 23.00 | \$ 47,840.00 | \$ 24.00 | \$ 49,920.00 | \$ 25.00 | \$ 52,000.00 |
| 4 | \$ 30.00 | \$ 62,400.00 | \$ 31.00 | \$ 64,480.00 | \$ 32.00 | \$ 66,560.00 |

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Personnel Board is recommending that the bylaw be amended to add several new positions to the Classification Schedule including Intern, Health Agent, Health Director, and DPW Laborer, as well as broadening the language for Seasonal Positions, which was previously restricted to Recreation. The Health Agent is proposed to be a shared position with the Town of Northborough.*

Motion passed as part of the Moderator's consent list.

ARTICLE 2: To see if the Town will vote to amend §9-51 of the Town Code, Appointment of members., as it pertains to the membership of the PILOT Committee, by eliminating §9-51 in its entirety and replacing it as follows:

§9-51 Appointment of members.

No later than 45 days after the Attorney General's approval of this article, the Select Board will appoint members of this committee, consisting of five voting members, as follows:

- A. Three members representing the taxpayers of Southborough, without any financial relationship with St. Mark's, Fay School or New England Center for Children;
- B. One member of the Historic Commission, selected by the Historic Commission;

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C. One member of the Select Board, selected by the Select Board;
D. Specifically excluding any ex officio members.
;or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The PILOT Committee has requested a reduction in their membership from 7 to 5 members.*

Motion made: That the Town vote to approve the article as printed in the warrant, and that the appointments of any eliminated Committee positions be terminated as of the effective date of the revision to the bylaw.

Motion passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 3: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Committee has been inactive for several years. The Board is reviewing the current list of boards and committees in an effort to streamline the overall number of ad-hoc committees.*

Motion passed as part of the Moderator's consent list.

Approved by the Attorney General on January 7, 2025.

ARTICLE 4: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Committee has been inactive for several years. The Board is reviewing the current list of boards and committees in an effort to streamline the overall number of ad-hoc committees.*

Motion passed as part of the Moderator's consent list.

Approved by the Attorney General on January 7, 2025.

ARTICLE 5: To see if the Town will vote to amend Town Code § 9-25 Meeting Minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall submit minutes for each meeting to the Town Clerk within 45 days of the meeting, provided however that Executive Session minutes shall be submitted to the Town clerk within 45 days from the date that they are released for public disclosure.

- A. The requirements of this bylaw shall apply to every board, committee or commission meeting, whether held in person, virtually, or in a hybrid manner.
- B. Minutes shall be prepared and approved as required by the Attorney General's instructions on the Open Meeting Law ("OML"), MGL c. 30A, § 22.
 - 1) The Town Clerk shall provide every board, commission or committee member with a list of the Attorney General's OML instructions as they relate to meeting minutes on an annual basis and whenever there is a change in the instructions.
 - 2) The Town Clerk shall also maintain this information on the town website.
- C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, as defined by the Attorney General's OML instructions. The last page of the minutes shall include a section labeled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.
- D. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk. Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
- E. The Town Clerk shall:
 - 1) Notify the board, committee or commission chair if minutes are overdue.
 - 2) Keep minutes and documents for the period of time as required by applicable state law.

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- 3) Maintain and publish a monthly summary of any instance when a board or committee has not complied with the provisions of this bylaw.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This Article clarifies that the existing requirements for a board, committee, or commission to maintain minutes and documents used at a meeting also applies to both in-person meetings, hybrid and fully virtual meetings. This Article also requires the town clerk to maintain and publish a monthly summary of board and committees that have not complied with the provisions of this bylaw. A recent review of board meetings revealed many instances where no documents were submitted by a board.*

Motion passed as part of the Moderator's consent list.

Approved by the Attorney General on January 14, 2025.

ARTICLE 6: To see if the Town will vote to accept M.G.L c.200A, §9A to allow the Treasurer-Collector to collect unclaimed checks or "tailings"; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *MGL Chapter 200A §9A provides for an alternative procedure for the disposing of abandoned funds known as tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process for the disposing of abandoned funds, allowing the Treasurer to take these funds as General Fund revenue after there have been several attempts to notify the check recipient, once a full year has passed since the original issuance. Not passing this MGL means the Town must follow Massachusetts Unclaimed annual reporting guidelines whereby there is a 3-year waiting period and the funds transfer to the state not the Town.*

Motion passed as part of the Moderator's consent list.

ARTICLE 7: To see if the Town will accept General Laws Chapter 44, Section 53F³/₄, which establishes a special revenue fund known as the Public Education Government (PEG) Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, and to allow the accounting officer to transfer any balance to the accepted fund to begin operation for fiscal year 2026, which begins on July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Town is paid user fees by the cable companies as a result of their contractual agreements with the Town. Those cable fees are then used to offset expenses Related to public access media operations. Recent changes in legislation require those funds to be placed into a special revenue fund prior to disbursement by the Town. This article creates the required special revenue fund.*

Motion passed as part of the Moderator's consent list.

ARTICLE 8: To see if the Town will vote to add a new **§174-10.3 MBTA Communities Overlay District (MCOB)** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or take any other action relative thereto.

Please note that text to be added is in **bold**, other than §174-10.3, where the proposed change is the addition of the entire section; deleted language is shown with ~~strike through~~.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT

A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING

Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)

The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

MULTIFAMILY HOUSING (WITHIN THE MCODE)

A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT

~~Living quarters for a single family.~~

A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCODE.

Add the following text to Article III. Use Regulations:

§174-8.13 MCODE MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10. A:

- (6) All multi-family development within the MCODE (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCODE site plan review process.**

Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1: low ambient lighting

(b) Zoning Districts: Residence A, Residence B, **and MCODE.**

F. Table 1 – under the column LZ-1, add “**MCODE**” below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCODE) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

- (1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
- (2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational

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opportunities, goods, and services within a half-mile of a transit station.

- (3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.
- (4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 59.2 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

- (1) **Applicability of MCOD.** An applicant may develop multi-family housing within the MCOD as of right in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from the requirement of §174-8. C. (2) to obtain a special permit for 2 buildings on one lot.
- (2) **Underlying Zoning.** The MCOD is an overlay district superimposed over underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).
 - (a) The requirements of §174-13.2 Major Residential Development do not apply to the MCOD.
 - (b) The requirements of §174-13.3. E, Lower Impact Development for a special permit application and process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3. I, Lower Impact Development, Performance Standards: LID Criteria, shall be considered during site plan review.
 - (c) The requirements of §174-13.4.C, Water Resource Protection related to the special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) shall be considered during site plan review.
- (3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:
 - (a) MCOD Subdistricts #1a and 1b (Residence B Dimensional Standards)
 - (b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)
 - (c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)

For subdistrict dimensional standards, see §174-10.3. E. (1) Table of Dimensional Standards. For Sign regulations, see §174-11, and for provisions of Outdoor Illumination, see §174-12.1.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

- (1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.
 - (a) Multi-family housing
- (2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.

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- (a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.
- (3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

- (1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOB are as follows:

| Dimensional Standards | <i>MCOB Subdistricts #1a & 1b</i> (Residence B Dimensional Standards) | <i>MCOB Subdistrict #2</i> (Industrial Park Dimensional Standards) | <i>MCOB Subdistrict #3</i> (Industrial Park Dimensional Standards) |
|--|--|---|---|
| (a) Minimum lot area (sq ft) | 25,000 | 43,560 | 43,560 |
| (b) Minimum frontage (ft) | 125 | 200 | 200 |
| (c) Minimum setbacks (ft) | | | |
| (i) Front | 30 | 75* | 50 |
| (ii) Rear | 35 | 50 | 50 |
| (iii) Side | 15 | 50 | 50 |
| (d) Maximum height | 2.5 stories or 35 feet | 3 stories or 45 feet | 3 stories or 45 feet |
| (e) Maximum floor area ratio (%) | 0.3 | 0.6 | 0.6 |
| (f) Maximum dwelling units per acre | 15.0 | 16.0 | 15.0 |

*A 75-foot setback is required for buildings on Route 9.

- (2) **Multi-Building Lots.** In the MCOB, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal buildings.
- (3) **Exceptions:** (refer to §174-15).
- (4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3. E. (1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOB.

- (1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be

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permitted by use, either in surface parking or within garages or other structures:

| Use | Minimum Spaces |
|--------------|----------------|
| Multi-family | 1.5 per unit |

- (2) **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

| Use | Minimum Spaces |
|--------------|----------------|
| Multi-family | 1 per unit |

- (3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

- (1) Development standards are applicable to all multi-family development within the MCOB. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.
- (2) **Site Design.**
- (a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.
 - (b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.
 - (c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.
 - (d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
 - (e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.
 - (f) The following provisions shall be considered during site plan review:
 - (1) Screening for Parking (refer to Landscaping §174-13).
 - (2) Parking and Loading (refer to Parking and Loading §174-12, provided the required number of spaces shall be reduced as provided in F, above).
 - (3) Landscape and Plantings (refer to Landscaping §174-13).
 - (4) Lighting (refer to §174-12.1 Outdoor illumination).
 - (5) Signs (refer to §174-11).
 - (6) Lower Impact Development (refer to §174-13.3, provided section E shall not apply).
 - (7) Water Resource Protections (refer to §174-13.4, provided section C shall not apply).
 - (8) Stormwater and Erosion Control (refer to §154).

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(3) **Buildings: General.**

- (a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3. G.6. Buildings: Corner Lots.
- (b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.
- (c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) **Buildings: Multiple buildings on a lot.**

- (a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- (b) A paved pedestrian network shall connect parking to the entries of all buildings and the buildings to each other.
- (c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- (d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard or terrace.

(6) **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- (a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- (b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.
- (c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

- (a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
- (b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
- (c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

(9) **Waivers.** Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of

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design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

- (1) **Purpose.**
 - (a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;
 - (b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;
 - (c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and
 - (d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.
- (2) **Applicability.** This requirement is applicable to all residential developments with five (5) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.
- (3) **Subsidized Housing Inventory.** All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).
- (4) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.
- (5) **Alternative Methods.**
 - (a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).
- (6) **Affordability Development Standards.** Affordable Units shall be:
 - (a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
 - (b) Dispersed throughout the development;
 - (c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
 - (d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
 - (e) Distributed proportionately among unit sizes; and
 - (f) Distributed proportionately across each phase of a phased development.
 - (g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

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(7) **Administration.**

- (a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

- (1) **Applicability.** The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOB, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.
- (2) **Site Plan Approval.** Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.
- (a) the Applicant has submitted the required fees and information as set forth in *the Town of Southborough's requirements for a Building Permit and Site Plan Review*; and
- (b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.
- (3) **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Planning Board, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The intent of this article is to comply with Chapter 40A §3A, MBTA Multi-family zoning. The MBTA Communities shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. This article includes the addition of a new overlay district, the MBTA Communities Overlay District (MCOB), changes to the zoning map to show the new overlay, and edits to the other sections of the zoning bylaw required to implement the MCOB overlay district. The proposed MCOB is comprised of 4 areas (as depicted on maps prepared by Bohler Engineering July 2024).*

Motion made: To move the article as printed in the warrant.

Motion to move the question passed.

The Moderator declared that the motion had failed.

More than 7 voters stood up to question the Moderator's declaration and to ask for a recount.

Motion passed by counted vote: Yes: 281 No: 273

Approved by the Attorney General on January 17, 2025.

ARTICLE 9: To see if the Town will vote to recommend that the Select Board should exercise its authority to enter into an Intermunicipal Agreement ("IMA") with the Metrowest Regional Emergency Communications Center (the "RECC") for the provision of public safety communications services (including 911 response and emergency public safety dispatch services)—in place of the services currently being provided locally by Town employees in the Public Safety Building dispatch center. This recommendation includes expectations that the IMA will provide reasonable local influence and control over the RECC services and that the Select Board's plan for this process addresses local concerns

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regarding financial exposure to RECC financial assessments and staffing presence at the Public Safety Building; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Southborough residents have raised a number of questions and concerns about Southborough's joining a RECC. The Select Board agreed that before we commit to joining a RECC we would conduct additional evaluation of RECC participation and hold an advisory vote at a Town Meeting—which is the subject of this article. For the additional RECC evaluation work, we created an in-house team of our 2 Chiefs, our Town Administrator and 2 Select Board members. This team has: visited 3 operating RECC's and 2 other RECC's in the process of being formed; surveyed police chiefs and Greater Boston RECC's; interviewed several Fire Chiefs in other communities; evaluated a "Virtual RECC" concept; engaged in discussions with the State 911 managers; held discussions with several neighboring communities; and conducted several public meetings to collect public input on this topic. The evaluation team recently reported to the Select Board and made the recommendation that we join the MetroWest RECC (currently including Westborough and Grafton)—subject to successful agreement on an IMA for this purpose.*

Motion to move the article as printed in the warrant passed.

ARTICLE 10: To see if the Town of Southborough will vote to amend Chapter 9 of the code of the Town of Southborough, entitled Committees, by amending Article IV, Section 9-16 Establishment (A); terms of the Community Preservation Committee by inserting the following changes, as noted in **BOLD** and striking those in *ITALICS* with a strikethrough. Sections B-D are unchanged.

Section 9-16 Establishment, terms.

(A) There is hereby established a Community Preservation Committee consisting of nine voting members pursuant to the Massachusetts General Laws, Chapter 44B. ~~The Committee shall be appointed by the Select Board and shall consist of the following members:~~ **The composition of the Committee, the appointment authority and the term of office for the Committee Members shall be as follows:**

(1) One member of the Historical Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.

(2) One member of the Housing Authority as designated by **a majority vote of** the Authority for an initial term of one-year and thereafter for a term of three years.

(3) One member of the Conservation Commission as designated by **a majority vote of** the Commission for an initial term of two years and thereafter for a term of three years.

(4) One member of the Planning Board as designated by **a majority vote of** the Board for an initial term of two years and thereafter for a term of three years.

(5) One member of the Recreation Commission as designated by **a majority vote of** the Commission for an initial term of one-year and thereafter for a term of three years.

(6) One member of the Open Space Preservation Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.

(7) One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated by **a majority vote of** by the ~~Commission~~ Committee for a term of three years.

(8) Two members at large to be appointed by **a majority vote of** the Select Board, for an initial term of one-year and thereafter for a term of three years.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen petition.*

Motion to move the article as printed in the warrant passed.

Approved by the Attorney General on January 7, 2025.

Motion to adjourn the Special Town Meeting and reconvene at 7:00 p.m. on October 1, 2024, passed at 11:18 p.m.

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The reconvened Special Town Meeting was duly called on Tuesday October 1, 2024, at 7:00 p.m. and held at the Trotter Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 7:11 p.m. and announced that a quorum of more than 100 voters was present; 122 voters attended the meeting.

Motion made: To dispense with the reading of the Warrant, the officer's return of service, and to waive the reading of the separate articles of the Warrant.

Motion passed.

The following Articles were voted on in a legal manner.

ARTICLE 11: To see if the Town will vote to ratify action taken under Article IV at the Special Town Meeting on April 11, 2005, which voted to adopt a general bylaw to establish an Affordable Housing Trust, which such bylaw may not have been processed for review and approval by the Attorney General, and to make amendments to such bylaw, the entire language of which is as depicted below, and that upon the effective date of this article, the terms of the existing Board of Trustees shall be terminated, and the Select Board shall appoint a new Board of Trustees, who shall amend any existing trust documents accordingly:

Article V Southborough Affordable Housing Trust Fund

§ 6-13 Establishment

There shall be a board of trustees of the Southborough Affordable Housing Trust Fund established by the Vote under Article 4 of the Warrant for the 2005 Special Town Meeting and as ratified under Article 11 of the Warrant for the 2024 Special Town Meeting, in this section called the Board, which shall consist of five (5) members appointed by the Select Board for terms of 2 years. One member shall be a member of the Select Board as required by law. The other four (4) members shall be at-large members being residents of the Town of Southborough. It is desired but not required that at least 2 members of the Board of Trustees shall have experience in one of the following: Affordable Housing, Real Estate Development, Construction, Social Services or Finance.

§ 6-14 Purpose

The powers of the Board, all of which shall be carried on in furtherance of the purposes set forth in General Laws Chapter 44, § 55C, shall include, but are not limited to, the following:

- (1) to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation grants of funds or other property tendered to the trust in connection with provisions of any zoning ordinance or by-law or any other ordinance or by-law;
- (2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- (3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;
- (4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;
- (5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;
- (6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;
- (7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- (8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- (10) to carry property for accounting purposes other than acquisition date values;
- (11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

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- (12) to make distributions or divisions of principal in kind;
 - (13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;
 - (14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;
 - (15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and
 - (16) to extend the time for payment of any obligation to the trust.
- , or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article ratifies approval of a bylaw that was adopted by the Town Meeting in 2005. The Town has been acting in accordance with that bylaw since its approval. However, there is no record that the bylaw was either submitted to, or approved by, the Attorney General. The bylaw proposed is the same language that was approved in 2005 and comports with State law and amends the composition of the board.*

Motion made: To move the Article as printed in the warrant.

Amendment #1 made: To amend the main motion under § 6-13 Establishment by deleting “by the Select Board”, adding One member shall be a member of the Planning Board as designated by the Planning Board. Four members shall be appointed by the Select Board: and adding one (1) member of the Southborough Housing Opportunity Partnership Committee (SHOPC),” and after the words The other by deleting (4) and replacing it with three (3).

Amendment #1 failed.

Amendment #2 made: To amend the main motion in § 6-14 Purpose, adding these words after the following powers: “but a city or town may, by ordinance or by-law, omit, or modify any of these powers and may grant to the board additional powers consistent with this section:”

Amendment #2 failed

Amendment #3 made: To amend the main motion in paragraph 1, adding after or by-law: “including money from chapter 44B; provided, however, that any money received from Chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provide further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue.” 4) in paragraph 4, adding “grant agreements” after the word releases.

Motion made: To amend Amendment #3 by striking the words: “form CP-3.”

Motion to amend amendment #3 passed by counted vote: yes 64 no 31.

Amendment #3 as amended failed.

Motion to move the question passed by counted vote: Yes 71 No 32.

Main motion passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 12: To see if the Town will vote to repeal Sections 6-11 and 6-12 of the Town Code, establishing the Southborough Housing Opportunity Partnership Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The elimination of SHOPC is part of the reorganization of the Town's affordable housing committees, consolidating both SHOPC and the Affordable Housing Trust Fund Committee (AHTFC) into one committee. The Board of Trustees of the Affordable Housing Trust Fund Committee, acting in accordance with a previously approved bylaw, as ratified in the preceding article performs the necessary functions that SHOPPC would otherwise perform and has additional authority under State law to facilitate the development of affordable housing.*

Motion to move the article as printed in the warrant passed.

Approved by the Attorney General on January 7, 2025.

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ARTICLE 13: To see if the Town will vote to transfer the sum of \$17,068 from Assessor's Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

| Department | Line Item | Amount |
|--|-----------|---------|
| Treasurer-Collector - Personnel Services | 145-51100 | \$1,004 |
| Select Board - Personnel Services | 122-51100 | \$1,004 |
| Assessor's - Personnel Services | 141-51100 | \$2,987 |
| Fire - Personnel Services | 210-51100 | \$1,847 |
| Youth Commission - Personnel Services | 542-51100 | \$2,276 |
| Recreation - Personnel Services | 630-51100 | \$ 250 |
| Youth Commission - Other Charges & Expenses | 542-57100 | \$ 750 |
| Treasurer-Collector - Other Charges & Expenses | 145-57800 | \$ 750 |
| Assessors - Other Charges & Expenses | 141-52540 | \$6,200 |

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article funds salaries for various employees which were not finalized until after Annual Town Meeting was concluded. There were also minor adjustments to expense lines for Treasurer-Collector and Youth & Family Services based on liability renewals and/or requirements of a new position. The Assessor's database was due to be migrated to the cloud in FY26. However access to the server has created multiple problems that are adversely affecting the Department's operations, so the timetable has been moved up.*

Motion passed as part of the Moderator's consent list.

ARTICLE 14: To see if the Town will vote to transfer from Assessor's Overlay Surplus the sum of \$27,929 to increase the weekly hours to forty (40) hours weekly and any related benefits for the Economic Development Coordinator position effective January 1, 2025; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Building Southborough's commercial tax base is a key factor in easing pressure on residential property tax rates. This can be done by attracting and retaining businesses in Southborough, which is a primary function of our Economic Development Coordinator. We have historically been underfunded in this area, with one part-time Economic Development Coordinator—and we have lost a number of important businesses to other towns who have much more robust economic development departments. These additional hours for our Economic Development Coordinator will make us more competitive in this area, and should produce additional commercial tax revenue.*

Motion to move the article as printed in the warrant passed.

ARTICLE 15: To see if the Town will vote to appropriate \$2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

Motion made: To move that the Town vote to appropriate \$2,127,960 to be raised by borrowing, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto.

Motion passed by Moderator declared 2/3 majority.

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ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$76,733 to add a second Lieutenant position to the Southborough Police Department, said funds to cover the cost of salary and benefits for the position beginning January 1, 2025. The implementation of this position is based on the recommendations of the Public Safety staffing study conducted by Municipal Resources, Inc. dated August 2024; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *During the Fiscal Year 2025 budget preparation, the Police Chief had requested the addition of a second Lieutenant position for the Department. In lieu of adding the requested position for FY25, the Select Board agreed to first conduct a Public Safety staffing study that would include Police, Fire, and Communications (Dispatch). That study was concluded in July 2024, and included in its recommendation the addition of a second Police Lieutenant to assist with administrative and operational responsibilities in the Department. The Select Board unanimously agreed to add the position effective January 1, 2025, pending Town Meeting approval for the required funding of salary and benefits.*

Motion made: To move that the Town vote to raise and appropriate the sum of \$76,733 to add a second Lieutenant position to the Southborough Police Department, said funds to cover the cost of salary and benefits for the position beginning January 1, 2025.

Motion passed.

ARTICLE 17: To see if the Town will vote to amend §41-1 of the Town Code, Date and time of Annual Town Meeting, by deleting it in its entirety and replacing it as follows:

“The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held no later than the last Saturday in April at a date and time to be determined by the Select Board.”

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *State law provides considerable flexibility for the timing of Annual Town Meetings. The “best” timing for a particular year depends on a variety of factors, including the annual departmental budgeting process, the town finance team budgeting process, the budgeting process for the schools, the Assessor’s calculation of variables related to tax rates, timing of data available from the State Department of Revenue, school schedules, holidays, etc. These factors can vary from year to year, so setting one permanent date for every Annual Town Meeting can create timing problems for one or more of the above factors. This article allows the Select Board the flexibility to determine the date each year that best addresses all of the above factors considered together.*

Motion to move the article as printed in the warrant passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 18: It is hereby resolved that the citizens of Southborough require the Select Board to establish a legal and valid recall bylaw modeled upon what is legal and valid in Hopkinton, substituting language for Southborough in place of Hopkinton, and without substantially changing the intent or standards of any conditions or terms, which are acceptable to the Commonwealth of Massachusetts. The Select Board shall complete and post a draft of the bylaw for public view within 21 days of a successful vote in support of this petition, and furthermore submit a completed recall bylaw for any and all state legal scrutiny, process, and approval within 45 days from the time of the vote of this article. The Select Board is required to offer an update upon the status of the bylaw at every Select Board Meeting after 60 days from the passage of this petition, until the bylaw is legally established and included in publicly available town election materials.

Proposed by: JOSEPH PALMER, et al

Select Board Recommendation: Not Support

Advisory Committee Recommendation:

Summary: *This is a citizen petition.*

Motion to move the article as printed in the warrant failed.

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Motion to dissolve the 2024 Special Town Meeting passed at 9:20 p.m.

True Copy
Attest:

James F. Hegarty
Southborough Town Clerk

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The Annual Town Meeting was duly called on Saturday March 23, 2024, at 10:00 AM and held at the Trottier Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 10:20 AM and announced that a quorum of more than 100 voters was present; 199 voters had registered.

The following Articles were voted on in a legal manner.

MOTION MADE: To dispense with the reading of the Warrant for the meeting, the officer's return of service, and to waive the reading of the separate articles of the Warrant.

MOTION PASSED UNANIMOUSLY.

Reports:

Matthew Probst presented a report on behalf of the Municipal Technology Committee.

Ryan Donahue presented the Peggy Tuttle Award to Beth Melo.

Marnie L. Hoolahan presented a report on the MBTA Communities Multi-Family Zoning - By-Right legislation

Chelsea Malinowski presented the Louis Hazen Award to Lisa Braccio.

Moderator's Consent List:

MOTION MADE: That the following articles be combined for one vote: Articles 1 ,2, 3, 14, 15, 16, 17, 18, 20, 22, 27, 28, 32, 35, 38, 40, 41. (Articles 1, and 35 were held.)

MOTION TO PASS CONSENT ARTICLES 2, 3, 14, 15, 16, 17, 18, 20, 22, 27, 28, 32, 38, 40, and 41 PASSED.

ARTICLE 1: To see if the Town will vote to endorse the acceptance of any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the

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Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Board Recommendation: Support

Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

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“Class” means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

“Classification Schedule” means any of Schedules A, B, C, D and E of Section 20 hereof.

“Compensation Grade” means a range of salary/wage rates as may appear in the Classification Schedules.

“Continuous Full-Time Service” means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Continuous Employment” means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Department” means a functional unit of Town government.

“Department Head” means the person appointed and responsible to carry out the duties of a Department.

“Exempt employee” means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Non-exempt employee” means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“On-Call Compensation” refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

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“Probationary Employee” means a first-time Town employee within his/her first six months of employment, or longer if extended.

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means the Personnel Bylaw Entitled “The Salary Administration Plan.”

“Single Rate” means a rate for a specific position class that is not in a designated range

“Start Date” means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

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c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate

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Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary

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Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of “indirect pay” to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

| | |
|------------------------|--|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Presidents' Day | Veteran's Day |
| Patriot's Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving Day |
| Juneteenth | Christmas Day |
| Independence Day | Day before <u>or</u> after Christmas Day (as set by the Town annually) |

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned Per Month | Vacation Earned Per Year (Pro-rata) |
|---------------------|------------------------|-------------------------------------|
| 0 - 2 | 6.666 | Two weeks |
| 2+ - 7 | 10.0 | Three weeks |
| 7+ - 15 | 13.333 | Four weeks |
| 15+ - or more | 16.666 | Five weeks |

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Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

- (2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

- (3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

- (4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

- (5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

- (1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

- (2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

- (3) Employees who because of genuine illness or a non-work connected accident are absent

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for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

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- (4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree \$ 800.00
Bachelors Degree \$1,200.00
Masters Degree . \$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees

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temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration

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Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the

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proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

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SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

| Title | Grade |
|---|--------------|
| Library Page | 1 |
| Library Technician | 1 |
| | |
| Administrative Assistant | 2 |
| Library Assistant | 2 |
| | |
| Administrative Assistant | 3 |
| Library Associate | 3 |
| | |
| Business Administrator I | 4 |
| Library Supervisor | 4 |
| Maintenance Technician | 4 |
| Police Dispatcher** | 4 |
| | |
| Assistant Town Accountant | 5 |
| Business Administrator II | 5 |
| Clinician | 5 |
| EDC Coordinator | 5 |
| Executive Assistant to Select Board | 5 |
| Program Coordinator | 5 |
| Youth Services Librarian | 5 |
| | |
| Assistant Library Director | 6 |
| Assistant Director, Youth & Family Services | 6 |
| Civil Engineer | 6 |
| Deputy Assessor | 6 |
| Deputy Town Clerk | 6 |
| Deputy Treasurer/Collector | 6 |
| Electrician | 6 |
| Local Inspector | 6 |
| Nurse | 6 |
| Outreach Coordinator | 6 |
| Police Business Administrator | 6 |
| Program Manager | 6 |
| | |
| Assistant Director/Nurse/Outreach | 7 |
| Conservation Agent | 7 |
| Recreation Director | 7 |
| Senior IT Specialist | 7 |
| Town Planner | 7 |
| Youth & Family Services Director | 7 |
| | |

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| | |
|---------------------------------------|---|
| Assistant Town Administrator | 8 |
| Building Commissioner | 8 |
| Council on Aging Director | 8 |
| Director of Facilities | 8 |
| IT Manager | 8 |
| Library Director | 8 |
| Police Lieutenant | 8 |
| Principal Assessor* | 8 |
| Town Accountant | 8 |
| | |
| Finance Director/Treasurer-Collector* | 9 |
| Superintendent of Public Works* | 9 |

*when not under contract

**effective March 25, 2024

SCHEDULE A

| GRADE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| A-1 | \$15.38 | \$15.68 | \$15.99 | \$16.31 | \$16.64 | \$16.97 | \$17.31 | \$17.66 | \$18.01 | \$18.37 | \$18.74 | \$19.11 | \$19.49 | \$19.88 | \$20.28 |
| A-2 | \$19.22 | \$19.60 | \$19.99 | \$20.39 | \$20.80 | \$21.22 | \$21.64 | \$22.07 | \$22.51 | \$22.96 | \$23.42 | \$23.89 | \$24.37 | \$24.86 | \$25.36 |
| A-3 | \$23.06 | \$23.52 | \$23.99 | \$24.47 | \$24.96 | \$25.46 | \$25.97 | \$26.49 | \$27.02 | \$27.56 | \$28.11 | \$28.67 | \$29.24 | \$29.82 | \$30.42 |
| A-4 | \$26.53 | \$27.06 | \$27.60 | \$28.15 | \$28.71 | \$29.28 | \$29.87 | \$30.47 | \$31.08 | \$31.70 | \$32.33 | \$32.98 | \$33.64 | \$34.31 | \$35.00 |
| A-5 | \$29.18 | \$29.77 | \$30.37 | \$30.98 | \$31.60 | \$32.23 | \$32.87 | \$33.53 | \$34.20 | \$34.88 | \$35.58 | \$36.29 | \$37.02 | \$37.76 | \$38.52 |
| A-6 | \$32.10 | \$32.75 | \$33.41 | \$34.08 | \$34.76 | \$35.46 | \$36.17 | \$36.89 | \$37.63 | \$38.38 | \$39.15 | \$39.93 | \$40.73 | \$41.54 | \$42.37 |
| A-7 | \$40.13 | \$40.93 | \$41.75 | \$42.59 | \$43.44 | \$44.31 | \$45.20 | \$46.10 | \$47.02 | \$47.96 | \$48.92 | \$49.90 | \$50.90 | \$51.92 | \$52.96 |
| A-8 | \$48.15 | \$49.12 | \$50.10 | \$51.10 | \$52.12 | \$53.16 | \$54.22 | \$55.30 | \$56.41 | \$57.54 | \$58.69 | \$59.86 | \$61.06 | \$62.28 | \$63.53 |
| A-9 | \$52.97 | \$54.03 | \$55.11 | \$56.21 | \$57.33 | \$58.48 | \$59.65 | \$60.84 | \$62.06 | \$63.30 | \$64.57 | \$65.86 | \$67.18 | \$68.52 | \$69.89 |

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|--|------------|
| Cemetery Agent..... | \$8,000 |
| Clerk, Board of Registrars | \$1,638.33 |
| Deputy Emergency Management Director..... | \$2,000 |
| Energy Management Stipend | \$6,000 |
| Registrar of Voters..... | \$205.66 |
| Tree Warden..... | \$4,000 |
| Veterans' Agent and Director of Veterans' Services | \$15,000 |

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SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| Positions |
|---------------------------------------|
| Grade 1 |
| Camp Counselor |
| Program Aide (1:1) |
| Program Supervisor (i.e. RAP Monitor) |
| Grade 2 |
| Camp Assistant Supervisor |
| Grade 3 |
| Camp Supervisor |
| Assistant Coach |
| Head Coach |
| Grade 4 |
| Program Instructor |

Rates for Recreation Seasonal Personnel

| Grade | Minimum | | Midpoint | | Maximum | |
|-------|----------|--------------|----------|--------------|----------|--------------|
| | Hourly | Annual | Hourly | Annual | Hourly | Annual |
| 1 | \$ 15.00 | \$ 31,200.00 | \$ 16.00 | \$ 33,280.00 | \$ 17.00 | \$ 35,360.00 |
| 2 | \$ 19.00 | \$ 39,520.00 | \$ 20.00 | \$ 41,600.00 | \$ 21.00 | \$ 43,680.00 |
| 3 | \$ 23.00 | \$ 47,840.00 | \$ 24.00 | \$ 49,920.00 | \$ 25.00 | \$ 52,000.00 |
| 4 | \$ 30.00 | \$ 62,400.00 | \$ 31.00 | \$ 64,480.00 | \$ 32.00 | \$ 66,560.00 |

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough –Compensated annually on the anniversary of the employee’s Start Date

| | |
|----------------------|---------|
| After 5 years | \$400 |
| After 10 years | \$600 |
| After 15 years | \$700 |
| After 20 years | \$850 |
| After 25 years | \$1,000 |
| After 30 years | \$1,200 |

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After 40 years \$1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 5: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town’s use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

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| <i>100-199 GENERAL GOVERNMENT</i> | | | | | | | | |
|--|--|--|---------|---------|---------|------------|---------|---------|
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 114 MODERATOR | | | | | | | | |
| 51000-51990 Personnel Services | | | 50 | 50 | 50 | | 50 | 50 |
| 52000-58990 Other Charges and Expenses | | | 0 | 50 | 50 | | 50 | 50 |
| MODERATOR TOTAL | | | 50 | 100 | 100 | 0.00% | 100 | 100 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 121 ELECTED SELECT BOARD | | | | | | | | |
| 51000-51990 Personnel Services | | | 3,200 | 4,000 | 4,000 | | 4,000 | 4,000 |
| ELECTED SELECT BOARD TOTAL | | | 3,200 | 4,000 | 4,000 | 0.00% | 4,000 | 4,000 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 122 SELECT BOARD | | | | | | | | |
| 51000-51990 Personnel Services | | | 405,922 | 424,564 | 421,404 | | 421,404 | 421,404 |
| 52000-58990 Other Charges and Expenses | | | 56,690 | 57,699 | 68,727 | | 68,727 | 68,727 |
| SELECT BOARD TOTAL | | | 462,612 | 482,263 | 490,131 | 1.63% | 490,131 | 490,131 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 131 ADVISORY COMMITTEE | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 1,584 | 5,250 | 5,250 | | 5,250 | 5,250 |
| ADVISORY COMMITTEE TOTAL | | | 1,584 | 5,250 | 5,250 | 0.00% | 5,250 | 5,250 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 132 RESERVE FUND | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 0 | 180,000 | 180,000 | | 180,000 | 180,000 |
| RESERVE FUND TOTAL | | | 0 | 180,000 | 180,000 | 0.00% | 180,000 | 180,000 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 135 TOWN ACCOUNTANT | | | | | | | | |
| 51000-51990 Personnel Services | | | 162,356 | 168,649 | 172,719 | | 172,719 | 172,719 |
| 52000-58990 Other Charges and Expenses | | | 2,873 | 3,515 | 4,495 | | 4,495 | 4,495 |
| TOWN ACCOUNTANT TOTAL | | | 165,229 | 172,164 | 177,214 | 2.93% | 177,214 | 177,214 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 136 AUDIT | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 30,500 | 46,000 | 45,550 | | 45,550 | 45,550 |
| AUDIT TOTAL | | | 30,500 | 46,000 | 45,550 | -0.98% | 45,550 | 45,550 |

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| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|--|--|--|---------|---------|---------|------------|---------|---------|
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 140 ELECTED BOARD OF ASSESSORS | | | | | | | | |
| 51000-51990 Personnel Services | | | 2,250 | 2,250 | 2,250 | | 2,250 | 2,250 |
| ELECTED BOARD OF ASSESSORS TOTAL | | | 2,250 | 2,250 | 2,250 | 0.00% | 2,250 | 2,250 |
| | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 141 ASSESSORS | | | | | | | | |
| 51000-51990 Personnel Services | | | 197,502 | 205,166 | 214,868 | | 214,868 | 214,868 |
| 52000-58990 Other Charges and Expenses | | | 51,521 | 54,695 | 60,270 | | 60,270 | 60,270 |
| ASSESSORS TOTAL | | | 249,024 | 259,861 | 275,138 | 5.88% | 275,138 | 275,138 |
| | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 145 TREASURER/COLLECTOR | | | | | | | | |
| 51000-51990 Personnel Services | | | 232,753 | 247,604 | 285,096 | | 285,096 | 285,096 |
| 52000-58990 Other Charges and Expenses | | | 10,869 | 11,930 | 11,680 | | 11,680 | 11,680 |
| TREASURER/COLLECTOR TOTAL | | | 243,623 | 259,534 | 296,776 | 14.35% | 296,776 | 296,776 |
| | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 151 LEGAL | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 149,319 | 135,000 | 147,375 | | 147,375 | 147,375 |
| LEGAL TOTAL | | | 149,319 | 135,000 | 147,375 | 9.17% | 147,375 | 147,375 |
| <i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i> | | | | | | | | |
| | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 152 PERSONNEL BOARD | | | | | | | | |
| 51000-51990 Personnel Services | | | 0 | 5,000 | 5,000 | | 5,000 | 5,000 |
| 52000-58990 Other Charges and Expenses | | | 8,161 | 9,875 | 9,875 | | 9,875 | 9,875 |
| PERSONNEL BOARD TOTAL | | | 8,161 | 14,875 | 14,875 | 0.00% | 14,875 | 14,875 |
| | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 154 MUNICIPAL TECHNOLOGY COMMITTEE | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 384 | 1,500 | 1,500 | | 1,500 | 1,500 |
| MUNICIPAL TECHNOLOGY COMMITTEE TOTAL | | | 384 | 1,500 | 1,500 | 0.00% | 1,500 | 1,500 |
| | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 155 INFORMATION TECHNOLOGY | | | | | | | | |
| 51000-51990 Personnel Services | | | 175,665 | 189,181 | 198,721 | | 198,721 | 198,721 |
| 52000-58990 Other Charges and Expenses | | | 309,835 | 379,828 | 422,548 | | 422,548 | 422,548 |
| INFORMATION TECHNOLOGY TOTAL | | | 485,500 | 569,009 | 621,269 | 9.18% | 621,269 | 621,269 |

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| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|--|--|--|---------|---------|---------|------------|---------|---------|
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 159 OTHER OPERATION SUPPORT | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 442,173 | 541,531 | 524,253 | | 524,253 | 524,253 |
| OTHER OPERATION SUPPORT TOTAL | | | 442,173 | 541,531 | 524,253 | -3.19% | 524,253 | 524,253 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 160 ELECTED TOWN CLERK | | | | | | | | |
| 51000-51990 Personnel Services | | | 92,856 | 96,570 | 101,916 | | 101,916 | 101,916 |
| ELECTED TOWN CLERK TOTAL | | | 92,856 | 96,570 | 101,916 | 5.54% | 101,916 | 101,916 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 161 TOWN CLERK | | | | | | | | |
| 51000-51990 Personnel Services | | | 143,637 | 139,365 | 179,442 | | 179,442 | 179,442 |
| 52000-58990 Other Charges and Expenses | | | 70,841 | 84,932 | 143,610 | | 143,610 | 143,610 |
| TOWN CLERK TOTAL | | | 214,478 | 224,297 | 323,052 | 44.03% | 323,052 | 323,052 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 171 CONSERVATION COMMISSION | | | | | | | | |
| 51000-51990 Personnel Services | | | 86,155 | 97,407 | 104,459 | | 104,459 | 104,459 |
| 52000-58990 Other Charges and Expenses | | | 31,362 | 41,420 | 38,710 | | 38,710 | 38,710 |
| CONSERVATION COMMISSION TOTAL | | | 117,516 | 138,827 | 143,169 | 3.13% | 143,169 | 143,169 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 175 PLANNING BOARD | | | | | | | | |
| 51000-51990 Personnel Services | | | 154,970 | 160,851 | 169,559 | | 169,559 | 169,559 |
| 52000-58990 Other Charges and Expenses | | | 22,000 | 27,060 | 28,325 | | 28,325 | 28,325 |
| PLANNING BOARD TOTAL | | | 176,970 | 187,911 | 197,884 | 5.31% | 197,884 | 197,884 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 176 ZONING BOARD OF APPEALS | | | | | | | | |
| 51000-51990 Personnel Services | | | 6,984 | 11,146 | 27,731 | | 27,731 | 27,731 |
| 52000-58990 Other Charges and Expenses | | | 922 | 1,750 | 2,000 | | 2,000 | 2,000 |
| ZONING BOARD OF APPEALS TOTAL | | | 7,906 | 12,896 | 29,731 | 130.54% | 29,731 | 29,731 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 177 OPEN SPACE | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 1,571 | 5,000 | 5,000 | | 5,000 | 5,000 |
| OPEN SPACE TOTAL | | | 1,571 | 5,000 | 5,000 | 0.00% | 5,000 | 5,000 |

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| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|--|--|--|-----------|-----------|-----------|------------|-----------|-----------|
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 182 ECONOMIC DEVELOPMENT COMMITTEE | | | | | | | | |
| 51000-51990 Personnel Services | | | 0 | 28,240 | 30,306 | | 30,306 | 30,306 |
| 52000-58990 Other Charges and Expenses | | | 18,929 | 13,341 | 12,950 | | 12,950 | 12,950 |
| ECONOMIC DEVELOPMENT COMMITTEE TOTAL | | | 18,929 | 41,581 | 43,256 | 4.03% | 43,256 | 43,256 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE | | | | | | | | |
| 51000-51990 Personnel Services | | | 366,352 | 412,873 | 426,397 | | 426,397 | 426,397 |
| 52000-58990 Other Charges and Expenses | | | 234,049 | 247,235 | 265,636 | | 265,636 | 265,636 |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | | | 600,401 | 660,108 | 692,033 | 4.84% | 692,033 | 692,033 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 193 PUBLIC ACCESSIBILITY COMMITTEE | | | | | | | | |
| 51000-51990 Personnel Services | | | 0 | 0 | 0 | | 0 | 0 |
| 52000-58990 Other Charges and Expenses | | | 2,500 | 2,500 | 2,500 | | 2,500 | 2,500 |
| PUBLIC ACCESSIBILITY COMMITTEE TOTAL | | | 2,500 | 2,500 | 2,500 | 0.00% | 2,500 | 2,500 |
| 200-299 PUBLIC SAFETY | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 210 POLICE DEPARTMENT | | | | | | | | |
| 51000-51990 Personnel Services | | | 1,969,893 | 2,269,720 | 2,331,894 | | 2,331,894 | 2,331,894 |
| 52000-58990 Other Charges and Expenses | | | 187,252 | 152,614 | 166,141 | | 166,141 | 166,141 |
| POLICE DEPARTMENT TOTAL | | | 2,157,145 | 2,422,334 | 2,498,035 | 3.13% | 2,498,035 | 2,498,035 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 218 PUBLIC SAFETY COMMUNICATIONS | | | | | | | | |
| 51000-51990 Personnel Services | | | 319,149 | 385,678 | 410,771 | | 410,771 | 410,771 |
| 52000-58990 Other Charges and Expenses | | | 10,327 | 10,125 | 12,240 | | 12,240 | 12,240 |
| PUBLIC SAFETY COMMUNICATIONS TOTAL | | | 329,476 | 395,803 | 423,011 | 6.87% | 423,011 | 423,011 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 220 FIRE DEPARTMENT | | | | | | | | |
| 51000-51990 Personnel Services | | | 2,147,681 | 2,243,435 | 2,333,989 | | 2,333,989 | 2,333,989 |
| 52000-58990 Other Charges and Expenses | | | 246,855 | 295,305 | 307,040 | | 307,040 | 307,040 |
| FIRE DEPARTMENT TOTAL | | | 2,394,535 | 2,538,740 | 2,641,029 | 4.03% | 2,641,029 | 2,641,029 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 241 BUILDING DEPARTMENT | | | | | | | | |
| 51000-51990 Personnel Services | | | 143,718 | 164,873 | 175,559 | | 175,559 | 175,559 |
| 52000-58990 Other Charges and Expenses | | | 5,956 | 14,200 | 12,500 | | 12,500 | 12,500 |
| BUILDING DEPARTMENT TOTAL | | | 149,675 | 179,073 | 188,059 | 5.02% | 188,059 | 188,059 |

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| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|--|--|--|-----------|-----------|-----------|------------|-----------|-----------|
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 291 EMERGENCY MANAGEMENT | | | | | | | | |
| 51000-51990 Personnel Services | | | 3,744 | 7,000 | 5,000 | | 5,000 | 5,000 |
| 52000-58990 Other Charges and Expenses | | | 7,023 | 7,560 | 11,060 | | 11,060 | 11,060 |
| EMERGENCY MANAGEMENT TOTAL | | | 10,767 | 14,560 | 16,060 | 10.30% | 16,060 | 16,060 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR | | | | | | | | |
| 52000-58990 Other Charges and Expenses | | | 27,556 | 30,359 | 30,359 | | 30,359 | 30,359 |
| ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL | | | 27,556 | 30,359 | 30,359 | 0.00% | 30,359 | 30,359 |
| 400-499 PUBLIC WORKS & FACILITIES | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree) | | | | | | | | |
| 51000-51990 Personnel Services | | | 964,762 | 1,088,241 | 1,141,159 | | 1,141,159 | 1,141,159 |
| 52000-58990 Other Charges and Expenses | | | 1,505,333 | 1,617,950 | 1,706,950 | | 1,706,950 | 1,706,950 |
| DEPT. OF PUBLIC WORKS TOTAL | | | 2,470,095 | 2,706,191 | 2,848,109 | 5.24% | 2,848,109 | 2,848,109 |
| 500-599 HUMAN SERVICES | | | | | | | | |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 510 ELECTED BOARD OF HEALTH | | | | | | | | |
| 51000-51990 Personnel Services | | | 0 | 450 | 450 | | 450 | 450 |
| ELECTED BOARD OF HEALTH TOTAL | | | 0 | 450 | 450 | 0.00% | 450 | 450 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 512 BOARD OF HEALTH | | | | | | | | |
| 51000-51990 Personnel Services | | | 187,519 | 204,600 | 213,594 | | 213,594 | 213,594 |
| 52000-58990 Other Charges and Expenses | | | 54,156 | 70,624 | 70,624 | | 70,624 | 70,624 |
| BOARD OF HEALTH TOTAL | | | 241,675 | 275,224 | 284,218 | 3.27% | 284,218 | 284,218 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 541 COUNCIL ON AGING | | | | | | | | |
| 51000-51990 Personnel Services | | | 289,147 | 323,836 | 340,804 | | 340,804 | 340,804 |
| 52000-58990 Other Charges and Expenses | | | 59,246 | 64,655 | 72,435 | | 72,435 | 72,435 |
| COUNCIL ON AGING TOTAL | | | 348,394 | 388,491 | 413,239 | 6.37% | 413,239 | 413,239 |
| | | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 542 YOUTH COMMISSION | | | | | | | | |
| 51000-51990 Personnel Services | | | 244,444 | 259,890 | 284,610 | | 284,610 | 284,610 |
| 52000-58990 Other Charges and Expenses | | | 17,505 | 23,596 | 49,664 | | 49,664 | 49,664 |
| YOUTH COMMISSION TOTAL | | | 261,949 | 283,486 | 334,274 | 17.92% | 334,274 | 334,274 |

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| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|--|--|-----------|-----------|------------|------------|------------|------------|
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 543 VETERANS' SERVICES | | | | | | | |
| 51000-51990 Personnel Services | | 15,000 | 15,000 | 16,000 | | 16,000 | 16,000 |
| 52000-58990 Other Charges and Expenses | | 14,257 | 23,950 | 23,700 | | 23,700 | 23,700 |
| VETERANS' SERVICES TOTAL | | 29,257 | 38,950 | 39,700 | 1.93% | 39,700 | 39,700 |
| <i>Veterans (543) and Memorial Day (692) are now combined in Veterans Budget (543)</i> | | | | | | | |
| 600-699 CULTURE & RECREATION | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 610 LIBRARY | | | | | | | |
| 51000-51990 Personnel Services | | 431,366 | 477,540 | 501,402 | | 501,402 | 501,402 |
| 52000-58990 Other Charges and Expenses | | 142,645 | 146,907 | 153,549 | | 153,549 | 153,549 |
| LIBRARY TOTAL | | 574,011 | 624,447 | 654,951 | 4.88% | 654,951 | 654,951 |
| 630 RECREATION COMMISSION | | | | | | | |
| 51000-51990 Personnel Services | | 144,901 | 152,199 | 162,029 | | 162,029 | 162,029 |
| 52000-58990 Other Charges and Expenses | | 14,054 | 14,069 | 16,994 | | 16,994 | 16,994 |
| RECREATION COMMISSION TOTAL | | 158,955 | 166,268 | 179,023 | 7.67% | 179,023 | 179,023 |
| 691 HISTORICAL COMMISSION | | | | | | | |
| 52000-58990 Other Charges and Expenses | | 0 | 1,000 | 1,000 | | 1,000 | 1,000 |
| HISTORICAL COMMISSION TOTAL | | 0 | 1,000 | 1,000 | 0.00% | 1,000 | 1,000 |
| 700-799 DEBT SERVICE | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| DEBT PRINCIPAL AND DEBT INTEREST | | | | | | | |
| 0100-710-59100 Principal General Fund | | 2,230,097 | 1,015,116 | 1,246,464 | | 1,246,464 | 1,246,464 |
| 0100-751-59150 Interest General Fund | | 851,376 | 866,929 | 870,987 | | 870,987 | 870,987 |
| 0100-751-57880 Bond Disclosure | | 500 | 2,550 | 1,000 | | 1,000 | 1,000 |
| DEBT PRINCIPAL AND DEBT INTEREST TOTAL | | 3,081,973 | 1,884,595 | 2,118,451 | 12.41% | 2,118,451 | 2,118,451 |
| 900-999 UNCLASSIFIED | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 910 EMPLOYEE BENEFITS | | | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | | 293,630 | 326,783 | 282,837 | | 282,837 | 282,837 |
| 51710 Unemployment Payments | | 1,314 | 30,000 | 30,000 | | 30,000 | 30,000 |
| 51720 Health Insurance | | 5,245,751 | 5,570,300 | 6,066,598 | | 6,066,598 | 6,066,598 |
| 51730 Retirement Fund | | 2,558,308 | 2,808,872 | 3,114,808 | | 3,114,808 | 3,114,808 |
| 51740 Life Insurance | | 5,388 | 5,311 | 5,498 | | 5,498 | 5,498 |
| 51750 Flexible Spending Account | | 6,445 | 7,250 | 7,470 | | 7,470 | 7,470 |
| 51770 Medicare | | 415,496 | 406,621 | 441,824 | | 441,824 | 441,824 |
| 51780 Dental Insurance | | 252,116 | 261,662 | 271,993 | | 271,993 | 271,993 |
| 51785 Medicare B Penalty | | 17,525 | 17,250 | 17,600 | | 17,600 | 17,600 |
| EMPLOYEE BENEFITS TOTAL | | 8,795,973 | 9,434,049 | 10,238,628 | 8.53% | 10,238,628 | 10,238,628 |

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| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|--|--|------------|------------|------------|------------|------------|------------|
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 941 COURT JUDGMENTS | | | | | | | |
| 57600 Court Judgments | | 232,965 | 0 | 0 | | 0 | 0 |
| COURT JUDGMENTS TOTAL | | 232,965 | 0 | 0 | 0.00% | 0 | 0 |
| | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 945 LIABILITY INSURANCE | | | | | | | |
| 52000-58990 Other Charges and Expenses | | 342,442 | 384,426 | 439,002 | | 439,002 | 439,002 |
| LIABILITY INSURANCE TOTAL | | 342,442 | 384,426 | 439,002 | 14.20% | 439,002 | 439,002 |
| 300-399 EDUCATION | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 300 ELECTED SCHOOL COMMITTEE | | | | | | | |
| 51000-51990 Personnel Services | | 50 | 500 | 500 | | 500 | 500 |
| ELECTED SCHOOL COMMITTEE TOTAL | | 50 | 500 | 500 | 0.00% | 500 | 500 |
| | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 301 SOUTHBOROUGH SCHOOLS | | | | | | | |
| REGULAR DAY PROGRAMS | | | | | | | |
| Administration | | 638,555 | 647,536 | 643,697 | | 643,697 | 643,697 |
| Instruction | | 12,223,764 | 12,096,032 | 12,990,266 | | 12,990,266 | 12,990,266 |
| Other Student Services | | 884,217 | 902,088 | 982,954 | | 982,954 | 982,954 |
| Operation and Maintenance Buildings | | 1,904,485 | 1,869,135 | 1,915,810 | | 1,915,810 | 1,915,810 |
| Fixed Charges | | 300 | 300 | 53,217 | | 53,217 | 53,217 |
| Contractual Obligation | | 0 | 796,772 | 0 | | 0 | 0 |
| REGULAR DAY PROGRAMS TOTAL | | 15,651,321 | 16,311,863 | 16,585,944 | | 16,585,944 | 16,585,944 |
| SPECIAL EDUCATION PROGRAMS | | | | | | | |
| Administration | | 19,000 | 22,700 | 23,100 | | 23,100 | 23,100 |
| Instruction | | 5,556,661 | 5,511,233 | 6,058,346 | | 6,058,346 | 6,058,346 |
| Other Student Services | | 508,223 | 661,313 | 880,056 | | 880,056 | 880,056 |
| Operation and Maintenance Buildings | | 4,000 | 4,000 | 7,000 | | 7,000 | 7,000 |
| Fixed Charges | | 2,775 | 2,775 | 2,775 | | 2,775 | 2,775 |
| Programs, Other Systems in Massachusetts | | 467,630 | 375,646 | 542,826 | | 542,826 | 542,826 |
| Programs, Member of Collaborative | | 73,833 | 174,888 | 158,917 | | 158,917 | 158,917 |
| SPECIAL EDUCATION TOTAL | | 6,632,122 | 6,752,555 | 7,673,020 | | 7,673,020 | 7,673,020 |
| GRAND TOTAL OPERATING ACTUAL | | | | | | | |
| | | 22,283,443 | 23,064,418 | 24,258,964 | 5.18% | 24,258,964 | 24,258,964 |

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| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
|---|--|-------------------|-------------------|-------------------|---------------------------|-------------------|-------------------|
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 302 ALGONQUIN REGIONAL HIGH SCHOOL | | | | | | | |
| REGULAR DAY PROGRAMS | | | | | | | |
| Administration | | 712,689 | 717,195 | 722,561 | | 722,561 | 722,561 |
| Instruction | | 12,174,498 | 12,117,922 | 12,747,011 | | 12,747,011 | 12,747,011 |
| Other Student Services | | 2,187,175 | 2,218,446 | 2,356,517 | | 2,356,517 | 2,356,517 |
| Operation and Maintenance Buildings | | 1,988,471 | 2,161,116 | 2,193,835 | | 2,193,835 | 2,193,835 |
| Fixed Charges | | 4,367,478 | 4,825,018 | 4,919,604 | | 4,919,604 | 4,919,604 |
| New Equipment | | 0 | 0 | 0 | | 0 | 0 |
| Tuition, Other Public Schools | | 200,000 | 200,000 | 250,000 | | 250,000 | 250,000 |
| Contractual Obligation | | 0 | 574,602 | 0 | | 0 | 0 |
| REGULAR DAY PROGRAMS TOTAL | | 21,630,311 | 22,814,299 | 23,189,528 | | 23,189,528 | 23,189,528 |
| SPECIAL EDUCATION PROGRAMS | | | | | | | |
| Administration | | 19,000 | 15,000 | 15,500 | | 15,500 | 15,500 |
| Instruction | | 2,968,858 | 3,017,142 | 3,412,017 | | 3,412,017 | 3,412,017 |
| Other Student Services | | 334,767 | 483,508 | 612,517 | | 612,517 | 612,517 |
| Operation and Maintenance Buildings | | 2,100 | 2,100 | 5,600 | | 5,600 | 5,600 |
| Fixed Charges | | 1,595 | 1,595 | 1,595 | | 1,595 | 1,595 |
| Programs, Other Systems in Massachusetts | | 485,237 | 41,470 | 502,465 | | 502,465 | 502,465 |
| Programs, Member of Collaborative | | 285,213 | 215,232 | 132,204 | | 132,204 | 132,204 |
| SPECIAL EDUCATION TOTAL | | 4,096,770 | 3,776,047 | 4,681,898 | | 4,681,898 | 4,681,898 |
| GRAND TOTAL OPERATING ACTUAL | | 25,727,081 | 26,590,346 | 27,871,426 | 4.82% | 27,871,426 | 27,871,426 |
| | | | | | | | |
| | | NON EXEMPT | EXEMPT | TOTAL | Percent Inc./Decr. | | |
| FY 2024 SOUTHBOROUGH ASSESSMENT | | 9,118,930 | 396,969 | 9,515,899 | 6.89% | | |
| | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL | | | | | | | |
| Southborough Operating Assessment | | 409,450 | 403,066 | 485,516 | | 485,516 | 485,516 |
| Renovation Project - Capital Assessment | | 34,369 | 33,357 | 32,345 | | 32,345 | 32,345 |
| SOUTHBOROUGH ASSESSMENT TOTAL | | 443,819 | 436,423 | 517,861 | 18.66% | 517,861 | 517,861 |
| | | | | | | | |
| | | FY2023 | FY2024 | FY2025 | Percent | SB | ADV |
| | | ACTUAL | BUDGET | REQUEST | Inc./Decr. | RECOMM | RECOMM |
| 305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL | | | | | | | |
| Tuition/Transportation Assessment | | 39,058 | 44,875 | 45,534 | | 45,534 | 45,534 |
| NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL | | 39,058 | 44,875 | 45,534 | 1.47% | 45,534 | 45,534 |

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.

MOTION MADE: That the Town vote to raise and appropriate and transfer, the sum of \$62,010,578 as may be necessary to fund the Town's operating budget, as follows:

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| | |
|---|-----------------|
| Transfer from the Cemetery Perpetual care | \$ 25,000.00 |
| Transfer from Free Cash | \$ 1,873,351.00 |
| Transfer from Overlay Reserve | \$ 245,000.00 |
| Transfer from Ambulance Fund, Receipts Reserved | \$ 660,100.00 |
| Transfer from Septic Betterment Fund | \$ 31.464.00 |
| Transfer from Water Enterprise Fund | \$ 372,387.00 |

And that the Balance of \$58,803,276 be raised and appropriated.

The Moderator read each budget number and asked the hall to identify any budget that should be held. These budgets were held: 145 Treasurer Collector, 161 Town Clerk, 218 Public Safety Communications, 910 Employee Benefits, 301 Southborough Schools, 302 Algonquin Regional High School.

MOTION: To pass all non-held budgets passed.

MOTION: To pass budgets 145 Treasurer Collector, 161 Town Clerk, 301 Southborough Schools, 302 Algonquin Regional High School passed.

AMENDMENT MADE: To change Budget # 218 (Dispatch Salaries) from \$423,011 to \$554,891 (an increase of \$131,880) and to change budget # 910 (Employee Benefits) from \$10,238,628 to \$10,283,452 (an increase of \$44,824).

AMENDMENT PASSED.

MAIN MOTION AS AMENDED: That the Town vote to raise and appropriate and transfer, the sum of \$62,187,282 as may be necessary to fund the Town's operating budget, as follows:

| | |
|---|-----------------|
| Transfer from the Cemetery Perpetual care | \$ 25,000.00 |
| Transfer from Free Cash | \$ 1,873,351.00 |
| Transfer from Overlay Reserve | \$ 245,000.00 |
| Transfer from Ambulance Fund, Receipts Reserved | \$ 660,100.00 |
| Transfer from Septic Betterment Fund | \$ 31.464.00 |
| Transfer from Water Enterprise Fund | \$ 372,387.00 |

And that the Balance of \$58,979,980 be raised and appropriated.

MAIN MOTION AS AMENDED PASSED.

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ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of \$289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station, 9-11 Field, Reservoir trails, Businesses and private non-profits. *Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of \$119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 8: To see if the Town of Southborough will vote to:

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.
3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

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; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 9: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

| | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET | FY2025 REQUEST | PERCENT (+) or (-) |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|
| WATER ENTERPRISE | | | | | |
| DIRECT COSTS | | | | | |
| 51000-51990 Total Personal Services | 319,953 | 387,136 | 399,116 | 435,159 | |
| 52000-58990 Other Charge & Expense | 1,705,388 | 1,425,664 | 1,660,150 | 1,562,556 | |
| 59100 Principal Long Term Debt Water | 344,408 | 345,000 | 342,000 | 380,000 | |
| 59150 Interest Long Term Debt Water | 111,526 | 97,890 | 82,515 | 102,028 | |
| 59250 Interest on Notes | 0 | 10,027 | 35,819 | 0 | |
| | | | | | |
| | | | | | |
| CAPITAL EQUIPMENT - LEASE | | | | | |
| DPW DIESEL YEAR 4 OF 7 | 10,622 | 10,622 | 10,622 | 10,622 | |
| DPW HOOK TRUCK YEAR 4 OF 7 | 9,103 | 9,264 | 9,105 | 9,105 | |
| | | | | | |
| CAPITAL EQUIPMENT | | | | | |
| FY23 MINI EXCAVATOR - WTR PORTION | | 20,000 | | | |
| FY24- PICKUP TRUCK - WTR PORTION | | | 15,000 | 0 | |
| FY25- ENGINEERING | | | | 250,000 | |
| | | | | | |
| | | | | | |
| INDIRECT COSTS | | | | | |
| 59510 Indirect Costs | 204,695 | 216,133 | 249,770 | 372,387 | |
| | | | | | |
| TOTAL WATER FUND | 2,705,695 | 2,521,736 | 2,804,097 | 3,121,857 | 11.33% |

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

MOTION MADE: That the Town vote to appropriate \$2,749,470 for the Water Enterprise Fund for direct costs, that \$372,387 be included in the appropriations from the General Fund for indirect costs and be allocated to the Water Enterprise Fund, and that \$3,121,857 be raised as follows:

User Charges \$2,871,857

Retained Earnings \$ 250,000

MOTION PASSED.

ARTICLE 10: To see if the Town will vote to transfer \$100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 11: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

| | | Description | Request | Levy | Receipts Reserved Ambulance/Other |
|----|--|----------------------------------|-----------|-----------|--------------------------------------|
| A. | | ROAD MAINT. & MISC STREET REPAIR | \$272,500 | \$272,500 | |
| B. | | MOWER ATTACHMENT J DEERE TRACTOR | \$20,630 | \$20,630 | |
| C. | | POLICE CRUISERS (2) | \$150,000 | | \$150,000 |
| D. | | DEFIBRILLATORS - PARAMEDIC | \$50,000 | \$50,000 | |

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. *These funds are for public roadway infrastructure and related design, permitting, maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY25 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee will then vote to support or make suggested changes to the Select Board and the DPW Director.*

B. *This request replaces a 2009 Flail Mowerhead for the John Deere tractor for roadside mowing. This mower head replacement is needed immediately for uninterrupted service this upcoming year.*

C. *This funds the planned replacement of two front-line cruisers with two police utility vehicles. This is a scheduled rotation that would move the older cruisers with higher mileage out of the active rotation of front-line cars to detail vehicles. The new vehicles would replace 2 front line cruisers, both are 2019 Ford Explorers with approx. 100,000 miles each.*

D. *This request is to replace the existing 12-year-old Cardiac Monitor/Defibrillators that are no longer upgradable or repairable with the newest model Monitor/Defibrillators available. This upgrade will improve the Fire Department's ability to continue to provide the latest Advanced Life Support care to the patients we serve.*

MOTION MADE: That the town vote to raise and appropriate the sum of \$343,130 for the following purposes:

- \$272,500 for Road Maintenance;
- \$20,630 for Mower Attachment for John Deere Tractor; and
- \$50,000 for Defibrillators - Paramedic

And further, I move that the amount of \$150,000 be transferred from Free Cash for the following purposes:

- \$150,000 for 2 Police Cruisers.

MOTION PASSED.

ARTICLE 12: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of \$150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

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Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Southborough Library is actively applying this year to the Massachusetts Public Library Construction Program (MPLCP), a state grant administered by the MA Board of Library Commissioners (MBLC). The purpose of the grant is to provide financial support to municipalities for the improvement of library facilities. Municipal votes for approval of support and local funding are required prior to a project moving forward into each phase. The Planning and Design Phase funding is for activities related to the planning and designing of new, renovated, or expanded public library facilities in advance of a whole building project.*

MOTION MADE: That the town vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate the sum of \$150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design.

MOTION PASSED.

ARTICLE 13: To see if the Town will appropriate \$2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

| | | |
|----|--------------------------------|-------------|
| A. | Fire Tower Demo Truck | \$1,300,000 |
| B. | Ambulance A28 | \$ 551,000 |
| C. | Trash Trailer | \$ 125,000 |
| D. | Sidewalk Tractor w/Attachments | \$ 210,000 |

and to determine whether this amount shall be raised by borrowing or otherwise, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. *The Southborough Fire Department is seeking favorable consideration for funding to replace Tower 21; a 2010 Aerial Platform Truck with a new Aerial Ladder Truck. The current Tower has several costly repairs and improvements to be made if it is retained. The current aerial platform truck has some operational limitations that a shorter wheel-based aerial could reduce or eliminate. These are related to travel restrictions, residential driveway access, and topography. This request will support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.*

B. *Fire Department ambulance per the replacement schedule. This replaces a 2018 Ford F-550/Horton 4x4 ambulance (number A28).*

C. *This request would allow the DPW to replace a 1997 Transfer Trailer that has reached the end of its useful life. The replacement will allow the continued and uninterrupted service for the users of the transfer station facility.*

D. *This request is to replace an existing 2001 trackless sidewalk tractor that currently has 9,500 hours of use. It has reached the end of its useful life. Replacement will allow timely removal of snow from the sidewalks – for continuous and uninterrupted service.*

MOTION MADE: I move that the Town appropriates \$2,186,000 to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

| | |
|-------------------------------|-------------|
| Fire Tower Demo Truck | \$1,300,000 |
| Ambulance A28 | 551,000 |
| Trash Trailer | 125,000 |
| Sidewalk Tractor w/Attachment | 210,000 |

and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow

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said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

MAIN MOTION PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 14: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

| | Equipment | Authorized Department | Source of Appropriation | FY25 Amount |
|----|--------------------------------|-----------------------|--------------------------------------|-------------|
| A. | 1 - Horton Type Ambulance | Fire Department | FY25 Capital Budget - Ambulance Fund | \$57,191 |
| B. | 1 - Swaploader Hook Lift Truck | Dept. of Public Works | FY25 Capital Budget - General Fund | \$25,037 |
| C. | 1 - Pick Up Diesel F-350 | Dept. of Public Works | FY25 Capital Budget - General Fund | \$10,622 |
| D. | 1 - Fire Dept Chief Vehicle | Fire Department | FY25 Capital Budget - Ambulance Fund | \$8,422 |
| E. | Police Taser Program | Police Department | FY25 Capital Budget - General Fund | \$19,455 |

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 15: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of \$45,000 for the FY24 principal and interest payment, and \$45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will authorize the 9-11 Field maintenance account to pay debt incurred for the turf replacement of 9-11 Field. The loan term was shorter than anticipated and this will allow the Town to have this paid by the 9-11 Fund as intended.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 16: To see if the Town will vote to transfer from Free Cash the sum of \$30,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

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MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 18: To see if the Town will vote to transfer from Free Cash the sum of \$10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 19: To see if the Town will modify the purpose of funds appropriated under Article 18 passed at the Annual Town Meeting on April 9, 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose such funds for "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of \$46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 20: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of

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\$25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *In the last 5 years, the Recreation Department has completed extensive capital improvements across the Town's outdoor facilities, including playgrounds, athletic fields, sport courts, and the Trottier track. Funding of this article will grant financial support for a proactive approach to facility maintenance to improve safety, reduce liability, and promote longevity of the town's outdoor assets.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 22: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2025, as follows:

| |
|--|
| 1. Immunization/Emergency Dispensing Clinic; \$15,000. |
| 2. Inspectional Services; \$140,000. |
| 3. 9-11 Field Maintenance; \$100,000. |
| 4. Wetland Protection; \$30,000. |
| 5. Hazardous Materials; \$75,000. |
| 6. CPR Classes; \$6,500. |
| 7. Community Garden; \$3,000. |
| 8. Recreation Programs; \$500,000. |
| 9. Tobacco Control Program; \$4,000. |
| 10. Golf Course Maintenance; \$75,000. |

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 23: To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The purpose of this warrant article is to create a Facility Rental revolving account for the Public Schools of Southborough, which would be governed by the Southborough School Committee. Funds collected through the rental of the four Southborough schools will be deposited into this account. These funds will be used to offset building costs such as building maintenance and utilities.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

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ARTICLE 24: To see if the Town will vote to accept the provisions of G.L. c. 40, §13E and authorize the Southborough School District to establish a Special Education Stabilization Fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The purpose of this warrant article is to create a Special Education Stabilization Fund for the Public Schools of Southborough, which would be governed by the Southborough Select Board and the Southborough School Committee. The District will utilize these funds for unexpected or unbudgeted Special Education costs.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 25: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement as may be necessary to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The purpose of this warrant article is to permit the Select Board to lease all or a part of the Trottier Middle School roof for a solar energy project. The lease of the roof would be contingent upon the replacement of the existing roof, for which the school district has applied to the Massachusetts School Building Authority. The solar project is part of the Public Schools of Southborough's strategic plan to implement energy efficiencies.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 26: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *The purpose of this warrant article is to create a Capital Stabilization Fund for the Northborough-Southborough Regional School District, which would be governed by the NSRSD School Committee. The District will utilize these funds for capital improvements at Algonquin Regional High School. Capital projects will be presented to the Southborough Capital Improvement & Planning Committee as part of the annual budget process.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT FAILED.

ARTICLE 27: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

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PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) \$ 447,844
State Match (Projected FY2024 State Match) \$ 64,905
Total Projected Revenue..... \$ 512,749

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space

\$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Historic Preservation

No set aside required as spent in FY2025 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act. Set Aside Administrative Costs – Community Preservation Committee \$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary

\$106,274.00 Reserved for FY25 Budgeted Reserve/Discretionary Account

Annual Debt Service: \$75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

Annual Debt Service: \$61,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: \$141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

FY24 Annual Debt Service: \$52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 28: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment from the CPA Fund Balance and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the

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Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Actual FY24 State Match Receipts..... \$ 86,596
ATM2023 Projected FY24 State Match \$82,561
FY24 State Match Adjustment\$4,035

Set Aside- Open Space

\$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

\$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs

\$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

\$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

MOTION PASSED AS PART OF THE MODERATOR’S CONSENT LIST.

ARTICLE 29: To see if the Town will vote to appropriate \$46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with \$21,005.43 from the Historic Reserve Account and \$25,040.57 from the Budgeted Reserve Account. This consists of \$45,046 in project costs and an additional \$1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application.

Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700’s.*

MOTION MADE: That the Town appropriate \$46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with \$21,005.43

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from the Historic Reserve Account and \$25,040.57 from the Budgeted Reserve Account. This consists of \$45,046 in project costs and an additional \$1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ARTICLE 30: To see if the Town will vote to appropriate \$211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of \$183,680 in project costs and an additional \$27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of the Southborough Trails Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

MOTION MADE: That the Town appropriate \$211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of \$183,680 in project costs and an additional \$27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ARTICLE 31: To see if the Town will vote to appropriate \$553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of \$475,000 in project costs and an additional \$78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the

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application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction the Southborough Golf Committee (SGC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. This article is the Community Preservation Act share of a total project amount of \$603,750 offset by a \$50,000 contribution from the Golf Course Revolving Fund.*

MOTION MADE: That the Town appropriate \$553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of \$475,000 in project costs and an additional \$78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ARTICLE 32: To see if the Town will vote to appropriate the sum of \$96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of \$96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article provides funds to supplement and strengthen resources possibly including but not limited to substance abuse prevention, harm reduction, treatment, and recovery funded by direct payments received by the Town of Southborough as a result of signing onto statewide settlements with opioid manufacturers, distributors, and/or pharmacies. In order to comply with settlement reporting requirements, the funds are being segregated from general revenues into a separate article.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 33: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace "board of selectmen" with "select

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board” throughout.

The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town’s representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town’s Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 34: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I (“Solid Waste Disposal Committee”) of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose

Because the Department of Public Works (“DPW”) is a complex organization that consumes a significant portion of the Town’s budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The Public Works Advisory Committee provides a focal point for and assistance with this complex function.

§9-52-A Establishment; Membership; Qualifications

Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee (“PWAC”), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.

The voting members shall be appointed by the Select Board.

§9-52-B Appointments; Terms; Vacancies; Removal

Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.

Any voting member who shall remove from the Town, establish residency in another town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board may promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.

The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.

§9-52-C Organization; Meetings

The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.

The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.

The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to the Open Meeting Law and standard Town travel budgets and policies.

The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

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All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding

Subject to appropriation, the PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC or a designated member thereof, as permitted by law, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.

Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.

The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.

In this Article XIII, the phrase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.

In this Article XIII, the phrase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.

The PWAC shall coordinate its work with the Select Board, Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.

The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.

The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.

From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.

In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not

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the definition appears before such use.

In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY A MODERATOR DECLARED 2/3rds MAJORITY.

ARTICLE 35: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

- A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of five voting members and the two nonvoting ex-officio members identified below.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

Approved by the Attorney General on June 27, 2024.

ARTICLE 36: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- Schedule of use regulations – 174-8.C(5) after Business Village District.
- Signs – 174-11 (D) – sign regulations next to Business Village
- Signs-174-11.E [1] [a] after Business Village District.
- Signs-174-11.E [1] [b] after Business Village District.
- Signs-174-11.E [2] [a] after Business Village District.
- Signs-174-11.E [2] [b] after Business Village District.
- Signs-174-11.E (d) [1] after Business Village District.
- Signs-174-11.E (d) [2] after Business Village District.
- Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- Landscaping – 174-13.A(3) as follows:

(3) Exceptions.

The requirements of this section do not apply to developments or renovations in the Business Village District **and the Downtown District**. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District **and Downtown District**.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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Summary: *The intent of this Article is to add the phrase "Downtown District" where "Business Village District" is referenced, as applicable, throughout the Town Code.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED BY MODERATOR DECLARED 2/3RDS MAJORITY.

Approved by the Attorney General on June 27, 2024.

ARTICLE 37: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

MOTION MADE: TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT.

AMENDMENT TO STRIKE THE WORD "SINGLE" FROM THE PHRASE "THE APPLICANT MAY BE GRANTED A SINGLE ONE-YEAR..."PASSED.

MAIN MOTION AS AMENDED PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

Approved by the Attorney General on June 27, 2024.

ARTICLE 38: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is properly noticed for and held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk in a timely fashion. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the*

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public may observe the meeting.

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

Approved by the Attorney General on June 27, 2024.

ARTICLE 39: To see if the Town will vote to accept MGL Ch 41 §19 K which states as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than \$1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article accepts the Massachusetts General Law that provides an annual \$1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 40: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.

(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."

(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by

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the board members, or by others allowed to make presentations at the meeting.

(1) The term “used at the meeting” shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.

(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article clarifies the existing requirements for board, committee, or commission (“the board”) meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled “Documents Used at This Meeting” with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

MOTION PASSED AS PART OF THE MODERATOR’S CONSENT LIST.

Approved by the Attorney General on June 27, 2024.

ARTICLE 41: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town’s unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will authorize the Town to seek special legislation that would allow the Town to retire its portion of the Worcester Retirement System unfunded liability. If market conditions were favorable the Town would seek Town Meeting approval to issue pension obligation bonds for this purpose.*

MOTION PASSED AS PART OF THE MODERATOR’S CONSENT LIST.

ARTICLE 42: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars (\$30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough’s incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

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MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 43: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Not Support

Summary: *The purpose of this warrant article is to help with the creation and support of a Capital Improvement Fund for the school district which would be governed by the AVRVS School Committee. Historically, Assabet has been able to accommodate Capital Improvements through the use of Out-of-District Tuition and through grant opportunities, however, neither is a continued sustainable option.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 44: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen's petition.*

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MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 45: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 46: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state until it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 47: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *This is a citizen's petition.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT FAILED.

At 4:24PM ON MARCH 23, 2024, A MOTION TO DISSOLVE THE ANNUAL TOWN MEETING PASSED.

True Copy Attest:

James F. Hegarty, Town Clerk